

Worker's Compensation Time Loss Payments

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
9/7/06	Chylynn Hansel	Draft
10/31/06	Lesa Terry	Final Edits

Purpose

Use this procedure to recover time loss payments when an employee is receiving workers compensation time loss (L&I) payments and the employee is using Sick Leave while on the leave of absence.

Trigger

Perform this procedure when an employee is employee is receiving workers compensation time loss (L&I) payments and the employee is using Sick Leave while on the leave of absence.

Prerequisites

- The employee is receiving workers compensation time loss (L&I) payments and the employee is using Sick Leave while on the leave of absence.

Menu Path

Use the following menu path(s) to begin this transaction:

Human Resources → Personnel Management → Administration → HR Master Data
→ Personnel Actions

Transaction Code




PA30

Helpful Hints

If the employee is **on Leave Without Pay** and receiving Worker's Comp Time Loss payments, the employee keeps L&I Worker's Comp Time Loss payment check and the agency would not do anything in HRMS.







If the employee is receiving Worker's Comp Time Loss payments and they are **using Annual leave, Comp time, Exchange time or Holiday** while on leave, the employee keeps the check from L&I for time loss payment and the agency would not do anything except enter the Annual leave, comp time, exchange time or holiday into CATS for the appropriate pay period. The employee is entitled to receive payment for both time loss and the leave as stated above.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.

Title: Worker's Compensation Time Loss Payments
Processes :
Sub-Processes :

HRMS Training Documents

Message Type	Description
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

State of Washington HRMS

Procedure

1. Start the transaction using the menu path above or transaction code **PA30**.
2. If the employee is receiving Worker's Comp Time Loss payments and they are **using Sick leave** while on the leave of absence, the agency must recover the time loss payment using one of the following methods as selected by the employee:

If	Perform
The employee keeps the time loss payment but has a comparable salary reduction equal to the dollar value of the Sick leave. In addition the employer and the employee also have an agreement to continue to make full Retirement contributions on the member's regular compensation.	Steps 3-11
If the employee reimburses the agency for the amount of the applicable time loss payment, and the employer and the employee also have an agreement to continue to make full Retirement contributions on the member's regular compensation.	Steps 12-28
The employee keeps the time loss payment but has a comparable salary reduction equal to the dollar value of the Sick leave. The employee elects to have full service credit for the duration of the claim and the agency chooses not to assume liability for the employee contribution or the employee elects not to have full service credit for the duration of the claim. Therefore, the Retirement should be calculated on the regular gross minus the repayment amount.	Steps 29 -37
If the employee reimburses the agency for the amount of the applicable time loss payment and the employee elects to have full service credit for the duration of the claim and the agency chooses not to assume liability for the employee contribution or the employee elects not to have full service credit for the duration of the claim. Therefore, the Retirement should be calculated on the regular gross minus the repayment amount.	Steps 38-50


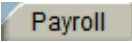


If the employee keeps the time loss payment but has a comparable salary reduction equal to the dollar value of the Sick leave. In addition the employer and the employee also have an agreement to continue to make full Retirement contributions on the member's regular compensation. Follow the steps below:

Maintain HR Master Data

3. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 5592

4. Click  (Enter) to validate the information.
5. Click the  tab.

Maintain HR Master Data

Personnel no. 5592

Name Smith Adam

PersArea 4950 Dept of Agriculture EGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E

Basic Pay ✓

Recurring Payments/Deductions ✓

Additional Payments

Cost Distribution

Bank Details

External Bank Transfers

Payroll Status ✓

Residence Tax Area

Work Tax Area

Period

Fr. To

Today Curr. week

All Current month

From curr. date Last week

Up to Today Last month



Current Period Current Year

Choose

Direct selection

Infotype STy

RT0 (1) (501) ssvaphrtedc OVR

6. Click the gray box to the left of  Additional Payments to select.
7. Click  (Create) to create a new record.

Create Additional Payments (0015)


8. Complete the following fields:

Field Name	R/O/C	Description
Wage type	R	The type of payment or deduction. Example: 1055
Amount	R	The time loss payment. Enter as a negative amount. Example: 1532.35-
Date of origin	R	The last day of the current payroll processing period. Example: 9/15/2006

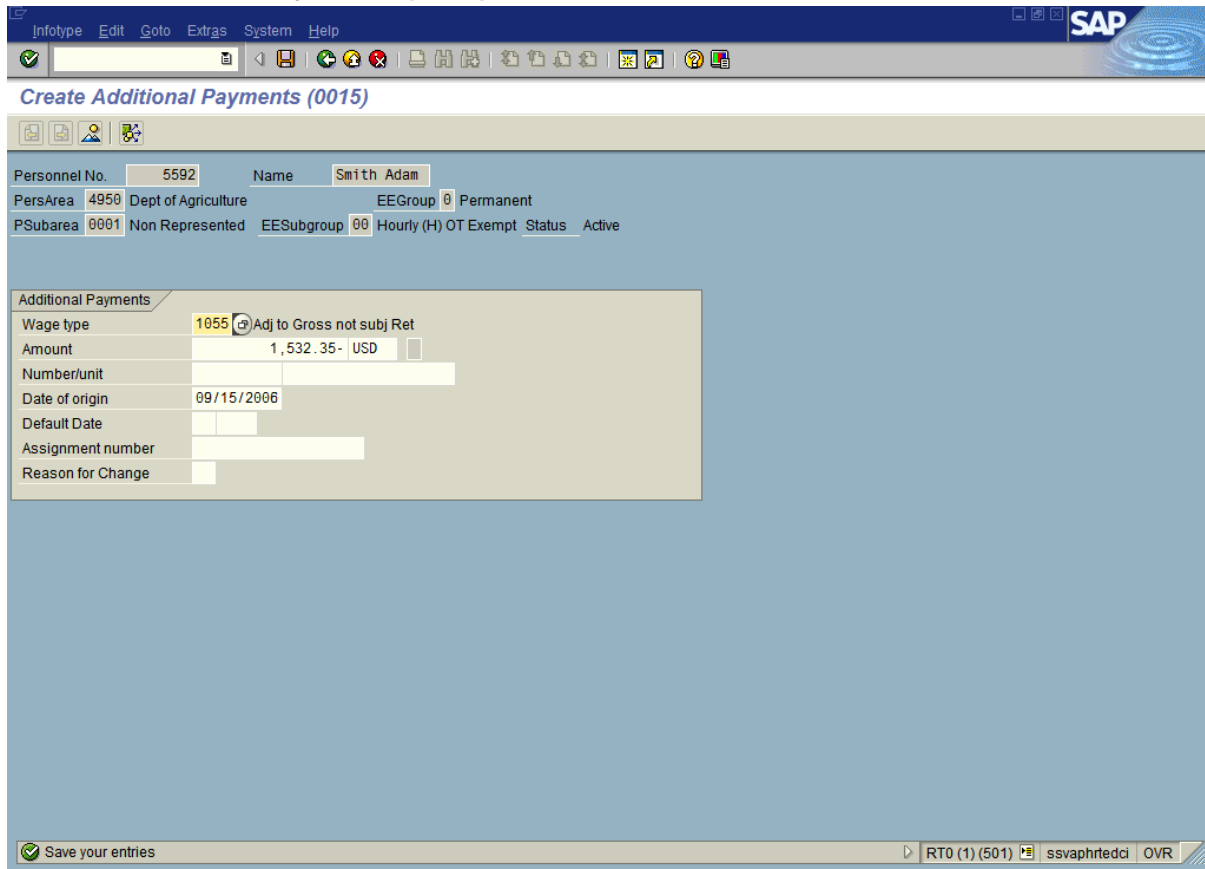


Enter the Adjustment to Gross – Not Subject to Retirement WT (1055) in the amount of the time loss payment as a negative amount in IT0015. This wage type is set up as subject to Federal Withholding Tax, Social Security, and Medicare but not subject to Retirement so that the Withholding, Social Security and Medicare taxes will be reduced

by the negative Adjustment to Gross amount BUT the Retirement will still be based on the total gross (not reduced by the adjustment amount) for the pay period.

9. Click  (Enter) to validate the information.

Create Additional Payments (0015)




The screenshot shows the SAP 'Create Additional Payments (0015)' transaction. The top bar includes the SAP logo and menu options like Infotype, Edit, Goto, Extras, System, and Help. Below the menu is a toolbar with various icons. The main area displays the following data:

Personnel No.	5592	Name	Smith Adam
PersArea	4950	Dept of Agriculture	EEGroup 0 Permanent
PSubarea	0001	Non Represented	EESubgroup 00 Hourly (H) OT Exempt Status Active

Below this is a section titled 'Additional Payments' with the following fields:

Wage type	1055	Adj to Gross not subj Ret
Amount	1,532.35	USD
Number/unit		
Date of origin	09/15/2006	
Default Date		
Assignment number		
Reason for Change		

At the bottom, there is a status bar with a 'Save your entries' button, a document icon, and the text 'RT0 (1) (501) ssvaphrtedc OVR'.

10. Click  (Save) to save.
11. Notify the **Time and Attendance Processor** to change the hours being bought back that were previously entered as Sick leave (Absence Type 9048 – Sick Leave or 9062 – Sick Leave – On Time Loss) to Absence Type 9024 – Time Loss Injury Leave which should automatically restore the employee's leave balance for those hours being bought back. (Please note: This procedure does not attempt to explain how to calculate the number of Sick leave hours to be bought back – this procedure is only to explain how to enter this in HRMS. Also, note that since both of these absence wage types are not subject to Medical Aid, there will not be any payroll impact from this change.) The agency would change what was previously entered in CATS for that time period.



If the employee reimburses the agency for the amount of the applicable time loss payment, and the employer and the employee also have an agreement to continue to make full Retirement contributions on the member's regular compensation. Follow the steps below:

Maintain HR Master Data

12. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 5592

13. Click (Enter) to validate the information.

14. Click the **Payroll** tab.

Maintain HR Master Data

Personnel no. 5592

Name Smith Adam

PersArea 4950 Dept of Agriculture EGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E

Basic Pay ✓

Recurring Payments/Deductions ✓

Additional Payments

Cost Distribution

Bank Details

External Bank Transfers

Payroll Status ✓

Residence Tax Area

Work Tax Area

Period

Fr. To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ Up to Today ☐ Last month



☐ Current Period ☐ Current Year


Choose

Direct selection

Infotype STy

RT0 (1) (501) ssvaphrtedc OVR

15. Click the gray box to the left of  Additional Payments  to select.

16. Click  (Create) to create a new record.

Create Additional Payments (0015)


17. Complete the following fields:

Field Name	R/O/C	Description
Wage type	R	The type of payment or deduction. Example: 1055
Amount	R	The time loss payment. Enter as a negative amount. Example: 1532.35-
Date of origin	R	The last day of the current payroll processing period. Example: 9/15/2006

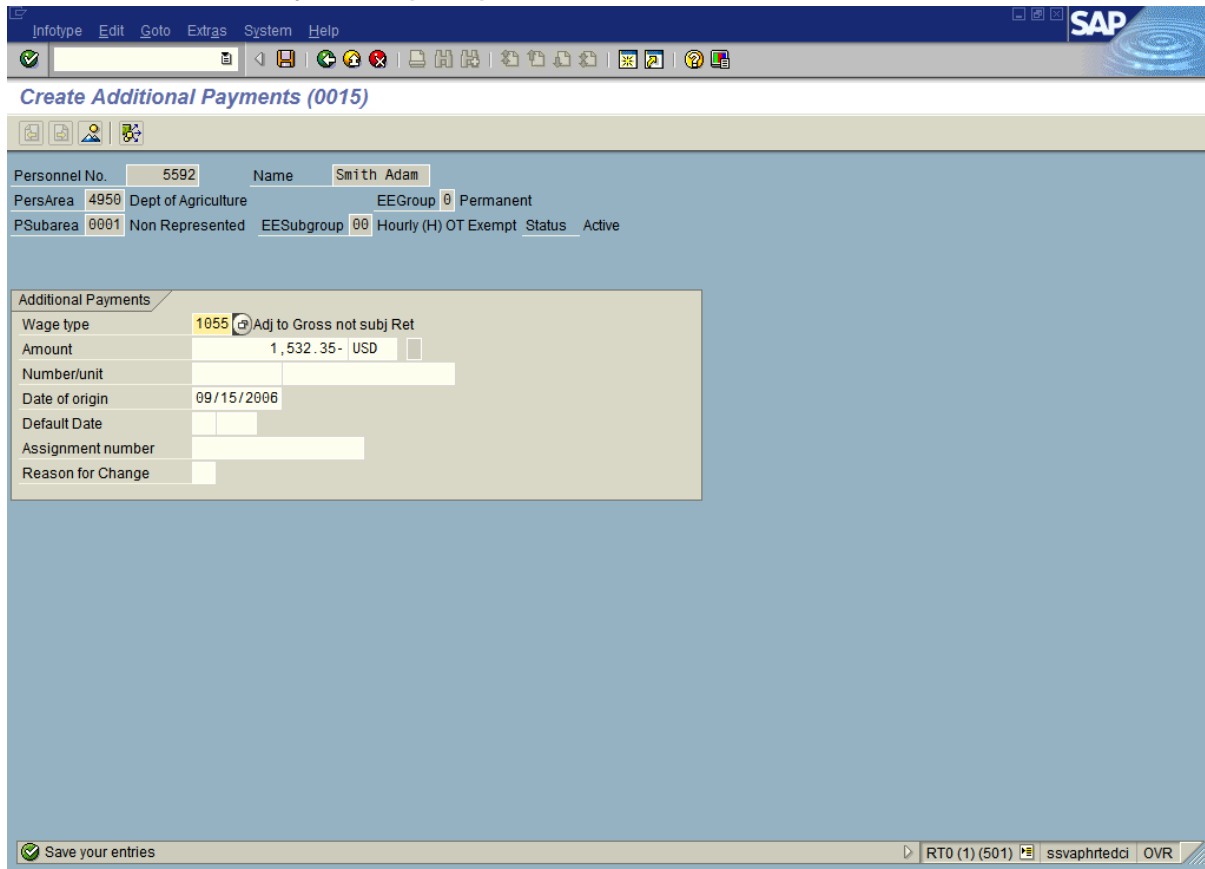


Enter the Adjustment to Gross – Not Subject to Retirement WT (1055) in the amount of the time loss payment as a negative amount in IT0015. This wage type is set up as subject to Federal Withholding Tax, Social Security, and Medicare but not subject to Retirement so that the Withholding, Social Security and Medicare taxes will be reduced

by the negative Adjustment to Gross amount BUT the Retirement will still be based on the total gross (not reduced by the adjustment amount) for the pay period

18. Click  (Enter) to validate the information.

Create Additional Payments (0015)



The screenshot shows the SAP 'Create Additional Payments (0015)' transaction. The top bar includes the SAP logo and standard menu options (Infotype, Edit, Goto, Extras, System, Help). Below the menu is a toolbar with various icons. The main area displays the following data:

Personnel No.	5592	Name	Smith Adam
PersArea	4950	Dept of Agriculture	EEGroup 0 Permanent
PSubarea	0001	Non Represented	EESubgroup 00 Hourly (H) OT Exempt Status Active


Below this, there is a section for 'Additional Payments' with the following fields:

Wage type	1055	Adj to Gross not subj Ret
Amount	1,532.35	USD
Number/unit		
Date of origin	09/15/2006	
Default Date		
Assignment number		
Reason for Change		

At the bottom of the screen, there is a status bar with the text 'Save your entries' and a button labeled 'RT0 (1) (501) ssvaphrteddi OVR'.

19. Click  (Save) to save.

Maintain HR Master Data

20. Click  (Create) to create a new record.



You would also need to enter an offsetting 3100 Agency Reimbursement deduction wage type in the amount of the reimbursement from the employee (entered with a negative sign) so that no additional money is actually taken from the employee. The agency would enter this offsetting deduction wage type in **Additional Payments (0015)**.


21. Complete the following fields:

Field Name	R/O/C	Description
Wage Type		The type of payment or deduction. Example: 3100
Amount	R	The time loss payment. Enter as a negative amount. Example: 1532.35-

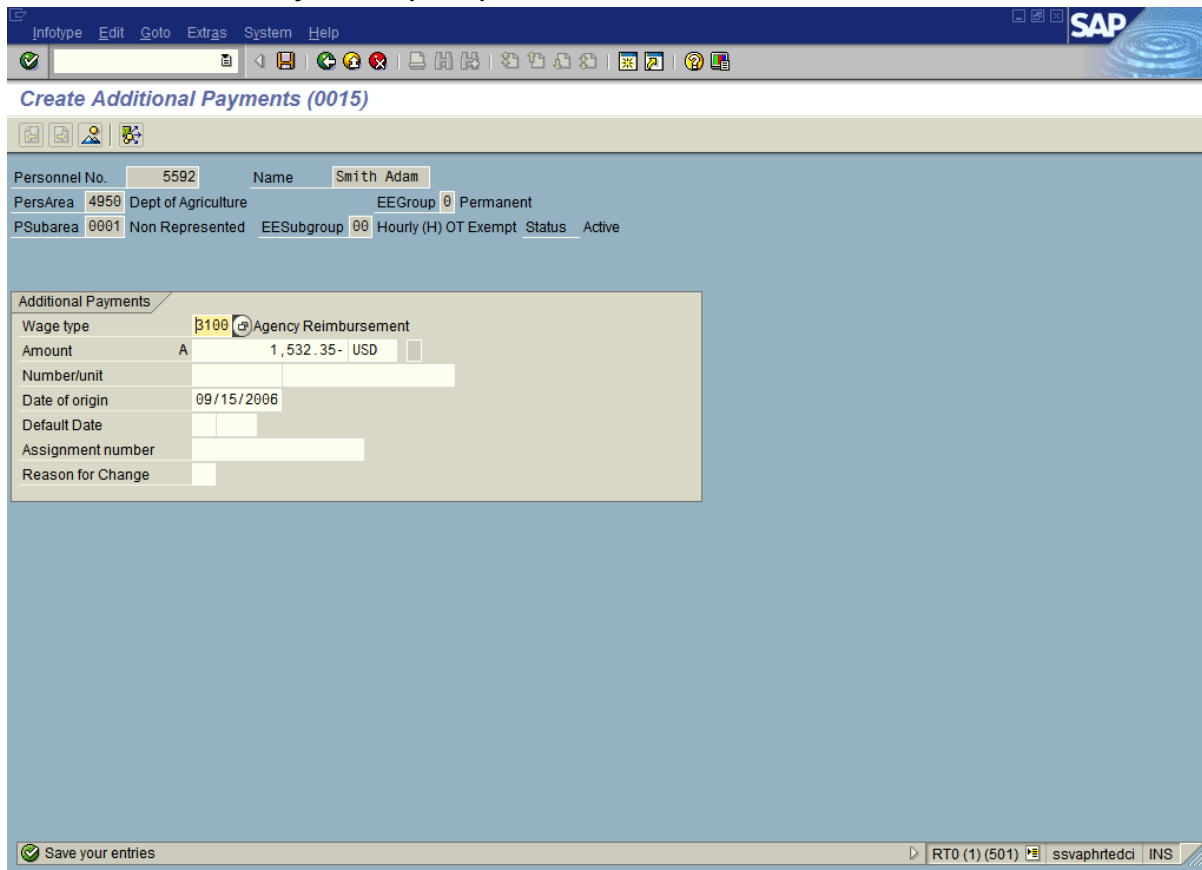
Title: Worker's Compensation Time Loss Payments
Processes :
Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description
Date of origin	R	The last day of the current payroll processing period. Example: 9/15/2006

22. Click  (Enter) to validate the information.

Create Additional Payments (0015)




The screenshot shows the SAP 'Create Additional Payments (0015)' transaction. The top bar includes the SAP logo and standard menu options. Below the title bar, there are icons for saving, printing, and other functions. The main data area contains the following fields:

- Personnel No.: 5592
- Name: Smith Adam
- PersArea: 4950
- Dept of Agriculture
- EEGroup: 0
- Permanent
- PSubarea: 0001
- Non Represented
- EESubgroup: 00
- Hourly (H) OT Exempt
- Status: Active

The 'Additional Payments' section is expanded, showing the following details:

- Wage type: 3100 Agency Reimbursement
- Amount: A 1,532.35 - USD
- Number/unit: (empty)
- Date of origin: 09/15/2006
- Default Date: (empty)
- Assignment number: (empty)
- Reason for Change: (empty)

At the bottom, there is a 'Save your entries' button and a status bar showing 'RT0 (1) (501)' and 'ssvaphrtedci INS'.

23. Click  (Save) to save.



Since the Retirement needs to be taken on the employee's regular compensation **and the employee may have had LWOP during this period**, the agency would need to determine what portion, if any, still needs to be deducted from the employee. The agency would take the additional employee Retirement contribution using wage type 2989 Deduction for Arrears deduction. The agency would need to complete a journal voucher for the employer share and the employee share from payroll revolving account 035 GL5199 and transfer the funds to DRS. The agency would then need to enter a

State of Washington HRMS

File name: WORKERS_COMPENSATION_TIM_E_LOSS_PAYMENTS.DOC
Version: SME Approved Script
Last Modified: 1/7/2009 4:08:00 PM
Reference Number:

SAP Parent
Page 14 / 29

correction to the transmittal via WBET correcting the compensation, contributions, and hours as if the employee was never off work.

Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. At the top, the title bar reads 'HR master data' with menu options: Edit, Goto, Extras, Utilities, Settings, System, Help. Below the title bar is a toolbar with various icons. The main window title is 'Maintain HR Master Data'. The data entry fields are as follows:

- Personnel no.: 5592
- Name: Smith Adam
- PersArea: 4950 Dept of Agriculture EEGroup: 0 Permanent
- PSubarea: 0001 Non Represented EESubgroup: 00 Hourly (H) OT Exempt Status: Active

Below the data fields are tabs: Basic Personal Data, Payroll, Benefits, Time Recording, Addtl. Person... The 'Basic Personal Data' tab is active. It contains a list of infotypes on the left and a 'Period' selection area on the right.

Infotype list (left):

- Infotype text
- Basic Pay
- Recurring Payments/Deductions
- Additional Payments (highlighted)
- Cost Distribution
- Bank Details
- External Bank Transfers
- Payroll Status
- Residence Tax Area
- Work Tax Area

Period selection (right):

Period

Fr. To

☐ Today ☐ Curr. week

☐ A11 ☐ Current month

☐ From curr. date ☐ Last week

☐ Up to Today ☐ Last month


☐ Current Period ☐ Current Year

Choose

Direct selection (bottom):

Infotype: Additional Payments STy:


At the bottom of the screen, a status bar shows 'Record created' on the left and 'RT0 (1) (501) ssvaphrtedci INS' on the right.

24. Click  (Create) to create a new record.

Create Additional Payments (0015)

25. Complete the following fields:

Field Name	R/O/C	Description
Wage type	R	The type of payment or deduction. Example: 2989
Amount	R	The amount of the retirement contribution. Example: 78.05
Date of origin	R	The last day of the current payroll processing period. Example: 9/15/2006

26. Click  (Enter) to validate the information.

Create Additional Payments

Personnel No. 5592 Name Smith Adam


PersArea 4950 Dept of Agriculture EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

Additional Payments

Wage type	Amount	Number/unit	Date of origin	Default Date	Assignment number	Reason for Change
2989 Arrears to treas W/H Def	78.05 USD		09/15/2006			

Save your entries RT0 (1) (501) ssvaphrtedci INS

27. Click  (Save) to save.
28. Notify the **Time and Attendance Processor** to change the hours being bought back that were previously entered as Sick leave (Absence Type 9048 – Sick Leave or 9062 – Sick Leave – On Time Loss) to Absence Type 9024 – Time Loss Injury Leave which should automatically restore the employee's leave balance for those hours being bought back. (Please note: This procedure does not attempt to explain how to calculate the number of Sick leave hours to be bought back – this procedure is only to explain how to enter this in HRMS. Also, note that since both of these absence wage types are not subject to Medical Aid, there will not be any payroll impact from this change.) The agency would change what was previously entered in CATS for that time period.




If the employee keeps the time loss payment but has a comparable salary reduction equal to the dollar value of the Sick leave. The employee elects to have full service credit for the duration of the claim and the agency chooses not to assume liability for the employee contribution or the employee elects not to have full service credit for the

duration of the claim. Therefore, the Retirement should be calculated on the regular gross minus the repayment amount. Follow the steps below:

Maintain HR Master Data

29. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 5592

30. Click  (Enter) to validate the information.

31. Click the  tab.

Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. At the top, the title bar reads 'HR master data' with menu options: Edit, Goto, Extras, Utilities, Settings, System, Help. Below the title bar is a toolbar with various icons. The main window has a title bar 'Maintain HR Master Data' and a toolbar with icons for Create, Edit, Delete, etc. The main area displays the following data:


Personnel no. **5592**
Name **Smith Adam**
PersArea **4950** Dept of Agriculture EGroup **0** Permanent
PSubarea **0001** Non Represented EESubgroup **00** Hourly (H) OT Exempt Status **Active**


Below the data are tabs: Basic Personal Data, Payroll, Benefits, Time Recording, Addtl. Person... The 'Basic Personal Data' tab is selected. It contains a list of infotypes on the left and a 'Period' selection area on the right.

Infotype text	Selected
Basic Pay	<input checked="" type="checkbox"/>
Recurring Payments/Deductions	<input checked="" type="checkbox"/>
Additional Payments	<input type="checkbox"/>
Cost Distribution	<input type="checkbox"/>
Bank Details	<input type="checkbox"/>
External Bank Transfers	<input type="checkbox"/>
Payroll Status	<input checked="" type="checkbox"/>
Residence Tax Area	<input type="checkbox"/>
Work Tax Area	<input type="checkbox"/>

The 'Period' section has a 'Period' radio button selected, with fields for 'Fr.' and 'To'. Below are several radio buttons for selection: Today, Curr. week, All, Current month, From curr. date, Last week, Up to Today, Last month, Current Period, Current Year. A 'Choose' button is at the bottom.

At the bottom of the window, a status bar shows 'RT0 (1) (501)' and 'ssvaphrtedc OVR'.

32. Click the gray box to the left of  **Additional Payments**  to select.

33. Click  (Create) to create a new record.


Create Additional Payments (0015)

34. Complete the following fields:

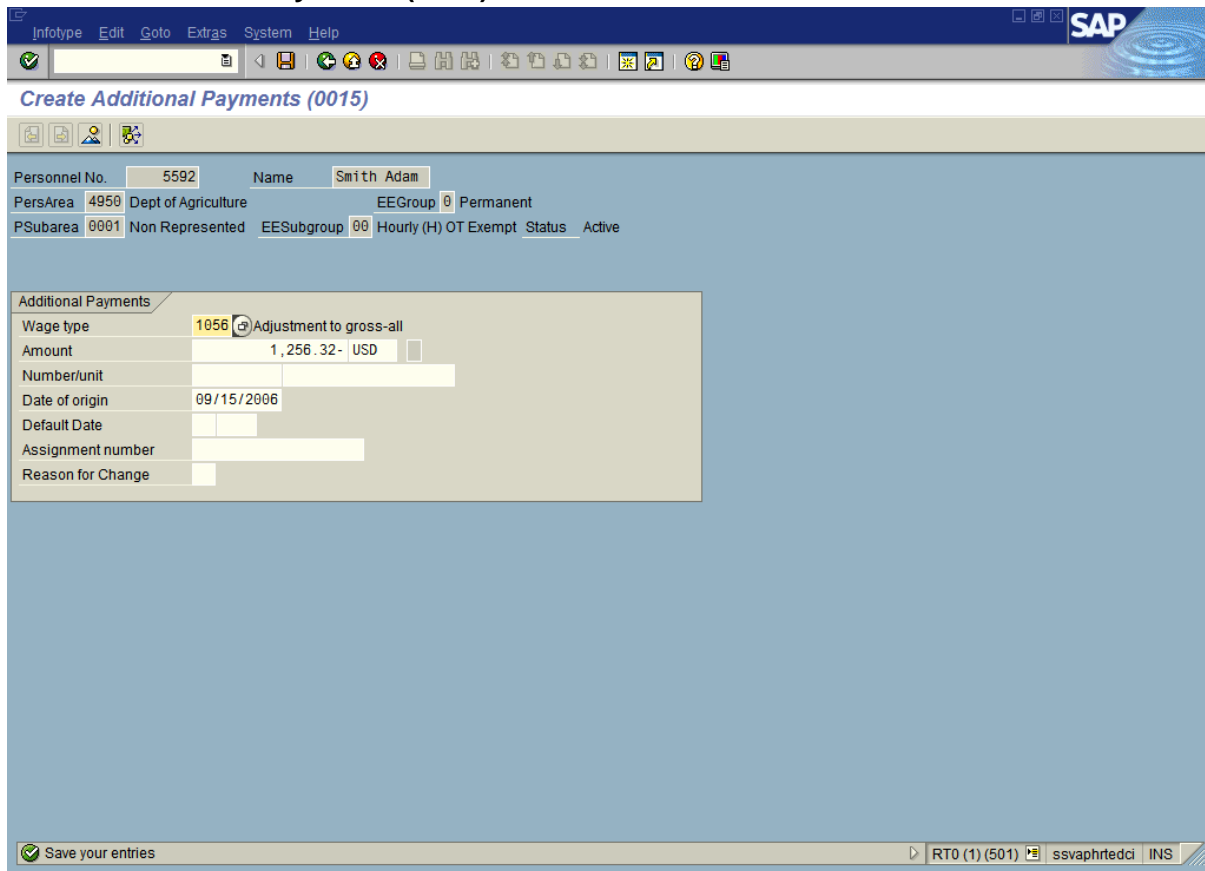
Field Name	R/O/C	Description
Wage type	R	The type of payment or deduction. Example: 1056
Amount	R	The time loss payment. Enter as a negative amount. Example: 1256.32-
Date of origin	R	The last day of the current payroll processing period. Example: 9/15/2006



Enter the Adjustment to Gross – Subject to Retirement WT (1056) in the amount of the time loss payment as a negative amount in IT0015. This wage type is set up as subject to Federal Withholding Tax, Social Security, Medicare, and is also subject to Retirement so that the Withholding, Social Security, Medicare taxes, and Retirement will be reduced by the negative Adjustment to Gross amount.

35. Click  (Enter) to validate the information.

Create Additional Payments (0015)




The screenshot shows the SAP 'Create Additional Payments (0015)' screen. At the top is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a form with the following fields:

Personnel No.	5592	Name	Smith Adam
PersArea	4950	Dept of Agriculture	EEGroup 0 Permanent
PSubarea	0001	Non Represented	EESubgroup 00 Hourly (H) OT Exempt Status Active

Below the form is a section titled 'Additional Payments' with the following fields:

Wage type	1056 Adjustment to gross-all
Amount	1,256.32 - USD
Number/unit	
Date of origin	09/15/2006
Default Date	
Assignment number	
Reason for Change	

At the bottom of the screen is a status bar with the text 'Save your entries' and a button 'RT0 (1) (501) ssvaphrtedci INS'.

36. Click  (Save) to save.

37. Notify the **Time and Attendance Processor** to change the hours being bought back that were previously entered as Sick leave (Absence Type 9048 – Sick Leave or 9062 – Sick Leave – On Time Loss) to Absence Type 9024 – Time Loss Injury Leave which should automatically restore the employee's leave balance for those hours being bought back. (Please note: This procedure does not attempt to explain how to calculate the number of Sick leave hours to be bought back – this procedure is only to explain how to enter this in the new HRMS. Also, note that since both of these absence wage types are not subject to Medical Aid, there will not be any payroll impact from this change.) The agency would change what was previously entered in CATS for that time period.



The employee has the option to purchase lost service credits due to the disability at the end of the disability period. DRS will invoice the agency for the employer contributions, plus interest, upon receipt of payment for service credits.



If the employee reimburses the agency for the amount of the applicable time loss payment and the employee elects to have full service credit for the duration of the claim and the agency chooses not to assume liability for the employee contribution or the employee elects not to have full service credit for the duration of the claim. Therefore, the Retirement should be calculated on the regular gross minus the repayment amount. Follow the steps below:

Maintain HR Master Data

38. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 5592

39. Click (Enter) to validate the information.

40. Click the **Payroll** tab.

Maintain HR Master Data

Personnel no. 5592

Name Smith Adam

PersArea 4950 Dept of Agriculture EGroup 0 Permanent

PSubarea 0001 Non Represented ESubgroup 00 Hourly (H) OT Exempt Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E

Basic Pay ✓

Recurring Payments/Deductions ✓

Additional Payments

Cost Distribution

Bank Details

External Bank Transfers

Payroll Status ✓

Residence Tax Area

Work Tax Area

Period

Fr. To

Today Curr. week

All Current month

From curr. date Last week

Up to Today Last month




Current Period Current Year

Choose

Direct selection

Infotype STy


RT0 (1) (501) ssvaphrtedc OVR

41. Click the gray box to the left of  Additional Payments  to select.
42. Click  (Create) to create a new record.

Create Additional Payments (0015)

43. Complete the following fields:

Field Name	R/O/C	Description
Wage type	R	The type of payment or deduction. Example: 1056
Amount	R	The time loss payment. Enter as a negative amount. Example: 1256.32-
Date of origin	R	The last day of the current payroll processing period. Example: 9/15/2006

44. Click  (Enter) to validate the information.

Create Additional Payments (0015)

Personnel No. 5592 Name Smith Adam

PersArea 4950 Dept of Agriculture EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

Additional Payments

Wage type 1056 Adjustment to gross-all

Amount 1,256.32- USD

Number/unit

Date of origin 09/15/2006

Default Date

Assignment number

Reason for Change

Save your entries RT0 (1) (501) ssvaphrtedci INS


45. Click  (Save) to save.



The agency would also need to enter an offsetting 3100 Agency Reimbursement deduction wage type in the amount of the reimbursement from the employee (entered with a negative sign) so that no additional money is actually taken from the employee. The agency would enter this offsetting deduction wage type in IT0015.

Maintain HR Master Data


The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, the menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. Below the title bar, there are icons for creating, editing, deleting, and other functions. The main area displays data for Personnel no. 5592, Name Smith, Adam, PersArea 4950, Dept of Agriculture, EGroup 0 Permanent, PSubarea 0001, Non Represented, ESubgroup 00, Hourly (H) OT Exempt, and Status Active. There are tabs for 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. The 'Payroll' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' area has radio buttons for 'Today', 'A11', 'From curr.date', 'Up to Today', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Current Year'. A 'Choose' button is at the bottom of the 'Period' area. Below the list, there is a 'Direct selection' section with 'Infotype' set to 'Additional Payments' and 'STy' set to 'STy'. At the bottom of the screen, a status bar shows 'Record created', 'RT0 (1) (501)', and 'ssvaphrtedci INS'.

46. Click  (Create) to create a new record.

Create Additional Payments (0015)

47. Complete the following fields:

Field Name	R/O/C	Description
Wage type	R	The type of payment or deduction. Example: 3100
Amount	R	The time loss payment. Enter as a negative amount. Example: 1256.32-
Date of origin	R	The last day of the current payroll processing period. Example: 9/15/2006

48. Click  (Enter) to validate the information.

Create Additional Payments (0015)

Personnel No. 5592 Name Smith Adam

PersArea 4950 Dept of Agriculture EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

Additional Payments

Wage type 3100 Agency Reimbursement

Amount A 1,256.32 USD

Number/unit


Date of origin 09/15/2006

Default Date

Assignment number

Reason for Change

Save your entries RT0 (1) (501) ssvaphrtedci INS

49. Click  (Save) to save.

50. Notify the **Time and Attendance Processor** to change the hours being bought back that were previously entered as Sick leave (Absence Type 9048 – Sick Leave or 9062 – Sick Leave – On Time Loss) to Absence Type 9024 – Time Loss Injury Leave which should automatically restore the employee's leave balance for those hours being bought back. (Please note: This procedure does not attempt to explain how to calculate the number of Sick leave hours to be bought back – this procedure is only to explain how to enter this in HRMS. Also, note that since both of these absence wage types are not subject to Medical Aid, there will not be any payroll impact from this change.) The agency would change what was previously entered in CATS for that time period.



The employee has the option of to purchase lost service credits due to the disability at the end of the disability period. DRS will invoice the agency for the employer contributions, plus interest, upon receipt of payment for service credits.

Result

You have recovered time loss payments when an employee has received workers compensation time loss (L&I) payments and the employee has used Sick Leave while on the leave of absence.

Comments

None.